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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: USE OF COLLEGE VEHICLES

NUMBER: PRO 7-09

REFERENCE: Florida Statute 322.031  
Florida Statute 322.01

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**I. PURPOSE**

Lake-Sumter State College is committed to meeting transportation needs, promoting safety, and providing guidelines for vehicle use while performing College business. Vehicles driven by individuals for official business shall be operated in a safe manner and in compliance with all applicable rules, regulations, motor vehicle laws, and College policies.

**II. RESPONSIBILITY**

The Vice President of Facilities Planning and Operations or their designee shall be responsible for maintaining an inventory of all College vehicles. All College owned/leased vehicles shall be kept in road worthy condition. The Executive Director of Human Resources or their designee shall be responsible for employee driver's license checks and records.

**III. COLLEGE VEHICLES**

Lake-Sumter State College is committed to providing a safe and secure educational environment for students, faculty, staff and visitors. College employees may be required and authorized to drive motorized vehicles, including College owned vehicles, personal vehicles, rental vehicles, leased vehicles, golf carts, and/or vehicles on loan to the College being used for official business.

**a. Driver's License and Age Requirements**

1. Employees using College vehicles must be 18 years of age or older, possess a valid Florida driver's license, and adhere to motor vehicle laws. An employee less than 18 years of age is not authorized to drive a College vehicle.
2. Student employees may not operate College vehicles, with the exception of golf carts.
3. All employees and approved College volunteers operating any vehicle owned, leased, rented or borrowed by the College must have a current driver's license and motor vehicle records screening on file with Human Resources.
4. Employees operating vehicles in excess of 26,001 pounds, or vehicles designed to carry 15 or more passengers, including the driver, will be required to provide a current Commercial driver's license in accordance with Florida Statute 322.01.
5. New employees will submit, by the first date of employment, a valid driver's license for the class of vehicle being driven to Human Resources for validation and placement of a copy in the employee's personnel file. In accordance with Florida

Statute 322.031, new employees that do not have a valid Florida driver's license by their first date of employment, must obtain a valid Florida driver's license for the class of vehicle being driven within 30 days of Florida residency and provide proof of the Florida license to Human Resources for validation and placement of a copy in the employee's personnel file.

6. Human Resources will conduct an initial motor vehicle records (MVR) screening upon employment and a bi-annual MVR screening thereafter until the employee separates from employment or is no longer operating vehicles for College business. Driving violations may or may not disqualify a job candidate or an employee from driving on behalf of the College. Each circumstance shall be evaluated on a case by case basis for a determination.
  7. Employees who drive any College vehicle for official business must notify their supervisor and Human Resources as soon as possible and no later than their next scheduled work day should they receive a moving violation, be arrested for any motor vehicle charge(s), or if they are aware their license is suspended, revoked, cancelled, or has any other restriction placed on it. Each circumstance shall be evaluated on a case by case basis for appropriate action.
  8. The employee will be ineligible to operate College vehicles if:
    - i. an employee's MVR reflects any at-fault vehicle crash that caused the death or personal injury of another or property damage in excess of \$500
    - ii. an employee has 12 or more points assessed to the driver license within a 12-month period
    - iii. an employee has 18 or more points assessed to the driver license within an 18-month period
    - iv. an employee has 24 or more points assessed to the driver license within a 36-month period
    - v. an employee has been declared a habitual traffic offender or has had their license to operate a motor vehicle permanently revoked
    - vi. an employee's Commercial driver's license has been suspended or revoked
- b. Vehicle Maintenance, Repairs, and Sanitation**
1. Maintenance and Repairs – Facilities is responsible for the proper maintenance and for coordinating with appropriate service providers (as needed) for all College vehicles.
  2. If a College vehicle has a safety issue(s) Facilities shall not allow the operation of such vehicle until deficiencies are evaluated and corrected.
  3. Facilities will maintain a registration card, insurance card, and emergency instructions in the glove box of each College vehicle.
  4. Daily operators of assigned College vehicles are responsible for the routine internal and external cleanliness of the vehicle. Vehicles should be kept clean, damage free, and in proper repair.
  5. Facilities will maintain the exteriors of all College vehicles not assigned for daily operation. Anyone using a vehicle is responsible for the cleanliness of its interior.
  6. No smoking or alcoholic beverages are permitted in the vehicle at any time.

**c. College Vehicle Reservation and Check Out/Check In**

1. College vehicles may be requested and reserved by completing a Workflow form.
  - i. You will receive an email indicating whether your request was approved and vehicle reserved.
  - ii. Pickup trucks and golf carts are reserved through Facilities
  - iii. 12 passenger vans are reserved through Athletics
2. Complete a Workflow to request a fleet gas card, and if needed a toll transponder for the requested vehicle. These can be picked up at the Business Office.
3. On the date reserved, the requested vehicle may be checked out from Facilities or Athletics.
4. Each vehicle has a Vehicle Usage Log. Complete the information requested at the beginning and end of your vehicle usage.
5. Return vehicle to Facilities or Athletics with full tank of gas, make sure to retain a receipt.
6. If using golf carts, they must be returned to Facilities. Do not leave them parked somewhere on campus unsecured. Campus Safety will assist with after business hours return of vehicles to Facilities. Call 352 516-3795 for assistance.
7. Return fleet gas card and toll transponder to Business office and complete direct pay form for gas purchase and submit.

**d. Rental Vehicles**

1. Vehicles may be rented for College business/travel in lieu of using a personal vehicle, or when no College vehicle is available. Vehicles should be rented through the current state rental contract rental agency.
2. Employees renting vehicles using College funds are required to have a current copy of their driver's license, and a current MVR, no older than 2 years, on file with Human Resources.
3. Employees who are restricted or prohibited from operating College vehicles due to their current driving history or status shall not rent or operate any vehicle rented using College funds.
4. Student employees may not rent or operate rental vehicles for College use.

**e. Accidents**

1. Each vehicle contains a registration and insurance card, along with Emergency instructions should an accident occur.
2. If you have an accident or incur damage while driving a College-owned vehicle, it must be reported to the local police department. Simply exchanging insurance information with the other driver is not acceptable. An accident must be reported to law enforcement personnel even if it does not involve another vehicle.
3. Your supervisor must be notified of any accident or incident involving a College vehicle as soon as possible. Your supervisor will notify the Vice President of Facilities Planning and Operations, the Executive Director of Campus Safety and the Executive Director of Human Resources.
4. In the event of injury or illness, College vehicles are not to be used to transport anyone to a medical facility. Call 911 for assistance.

**f. Disabled Vehicles**

1. Each vehicle contains a roadside assistance membership card and instructions.
2. In the event of a disabled vehicle, call for roadside assistance. See Emergency Instructions in vehicle glove compartment.
3. If the vehicle cannot be repaired by roadside assistance, have it towed to the nearest repair location.

**g. Tolls, traffic citations, parking tickets**

Employees are responsible for reporting to their supervisor any toll, traffic or parking violations received while driving a College vehicle no later than the end of the employee's work day on the day of the incident or as soon as possible thereafter. Employee will be responsible for payment of any applicable tolls, fines, penalties, legal fees, or other costs resulting from a toll, traffic or parking violation issued while operating a College vehicle.

**h. Golf Carts**

1. All employees operating College golf carts owned, leased, rented or borrowed by the College must have a current driver's license and motor vehicle records screening on file with Human Resources.
2. Student employees may operate College golf carts.
3. Golf cart use is permitted on LSSC sidewalks, covered walkways, parking lots, and roads that are maintained by the College. Do not operate on the grass except in case of emergency.
4. Facilities golf carts are permitted on grassy areas to perform maintenance.
5. Golf cart use is prohibited on all municipal or county roads.
6. Golf cart operators must obey all traffic signs and rules.
7. Pedestrians always have the right of way
8. When parking, do not block access to building entrances and exits, disability access, paved areas, walkways, roadways, or parking lots.
9. Do not transport more people than the golf cart is designed to hold; the number of seats indicates the number of passengers allowed
10. Do not allow passengers to sit in the compartment designed for cargo
11. Do not drive a golf cart faster than 10 mph. If operating on sidewalks slower speeds are recommended.
12. Operators and passengers must remain seated in proper position with no extremities extending beyond the cart.